



The Plan Review Process is required for all commercial, industrial, institutional structures and residential projects which require Planning Commission or Site Plan and Architectural Review Committee (SPARC) review.

SECTION 1: Application Procedure and Filing Requirements

A. Initial Submittal for Plan Review

- ☐ 1. Uniform Application
- ☐ 2. Environmental Assessment Form, if applicable.
- ☐ 3. Three (3) sets of construction plans (see Section 3, pages 2 through 4 for content) to be reviewed by staff for completeness and accuracy. Plans should be fan-folded to an 8 ½" X 14" size.
- ☐ 4. Summary Development Table (Residential and Nonresidential)
- ☐ 5. Filing fees: \$ _____

B. Final Submittal for Planning Commission and/or SPARC.

- ☐ 1. Ten (10) sets of construction plans that incorporate all necessary revisions and changes.
- ☐ 2. One (1) set of colored plans to include a detailed site plan, conceptual landscape plan, and architectural elevations as needed.
- ☐ 3. For SPARC review, six (6) additional site plans shall be submitted in addition to a color and materials board of the proposed development project.

SECTION 2: Plan Preparation Guidelines

- ☐ A. All plans shall be drawn on uniform size sheets no greater than 30" x 42" (Subdivision map sheets shall not exceed 24" x 36").
- ☐ B. All site plans shall be drawn to an engineering scale not to exceed



1" = 40', with the north arrow oriented towards the top of the sheet. The landscaping and preliminary grading plans shall be drawn at the same scale.

- ☐ C. All required plans shall be collated and stapled together into the development package set and all sets must be fan-folded to the size of 8 ½" X 14" and secured with a rubber band unless otherwise approved by the Planning Division prior to submittal.
- ☐ D. Provide a one-sheet master plan where the detailed site plan cannot contain the entire project site on one sheet.

SECTION 3: Contents of Total Development Package

The items as listed below are considered a minimum. Additional information may be necessary for clarification during the review process..

- ☐ A. **Subdivision Map:** This map shall be prepared in accordance with the State Subdivision Map Act and the City Subdivision Ordinance.
- ☐ B. **Site Utilization Map:** This scaled map shall show the location of the site and its relationship to existing surrounding uses. The map should indicate all structures, street names, and zoning within a 600 foot radius of the proposed project. (The scale of this map should not be less than 1" = 100').
- ☐ C. **Detailed Site Plan** shall include the following:
 - ☐ 1) Name, address, and phone numbers of applicant, engineers, and/or architect.
 - ☐ 2) Property lines and lot dimensions.
 - ☐ 3) Dimension locations of:
 - ☐ a) Access, both pedestrian and vehicular, showing service areas and points of ingress and egress.
 - ☐ b) Off-street parking and loading areas showing location, number, and typical dimension of spaces. (including handicap & bicycle)
 - ☐ 4) Truck turning radius for industrial and commercial projects.
 - ☐ 5) Distances between buildings and/or structures.
 - ☐ 6) Building setbacks (front, rear, and sides).



-
- ☐ 7) Location, height, and materials for walls and fences.
 - ☐ 8) Location of light fixtures.
 - ☐ 9) Street dedications and improvements.
 - ☐ 10) Location of utility pole(s) and fire hydrant(s).
 - ☐ 11) Indicate locations of trash enclosures and electric transformers.
 - ☐ 12) Location of proposed monument signs.
 - ☐ 13) Proposed outdoor storage areas, if any, and required screening.
 - ☐ 14) Label proposed use(s) for all buildings on site.
 - ☐ D. ***Conceptual Landscape Plan*** shall include the following:
 - ☐ 1) All proposed and existing improvements as shown on the detailed site plan; however, dimensions, such as setbacks and street width, may be excluded from this plan.
 - ☐ 2) Roof outlines including eave overhangs.
 - ☐ 3) Conceptual landscape and irrigation plans showing locations and planting legend which identifies:
 - ☐ a) Plant materials by botanical and common names.
 - ☐ b) Size and spacing of plants.
 - ☐ c) Private walkways, walls, courtyards, and patios.
 - ☐ d) Berming and/or mounded areas, turf and ground cover areas, shrub locations, accent trees, street trees, slope planting materials, private yard areas.
 - ☐ 4) Location of community amenities and legend which identify:
 - ☐ a) Common or public recreation areas (tot lots, open play areas, barbecue area, pool, spa, recreation building, etc.).
 - ☐ b) Primary and secondary entry point areas and their treatment (textured paving, security gates, accent planting or special planting, entry walls, monument signs).
 - ☐ c) Emergency vehicle access.
 - ☐ d) Public walkways.



-
- ☐ E. ***Illustrative Building Elevations:***
 - ☐ 1) Show all sides of buildings and clearly label architectural scale.
 - ☐ 2) Label proposed colors, materials, and building height on each elevation. Also indicate location and size of any building signs.
 - ☐ 3) Provide details for architectural elements, walls, and fences, as needed.
 - ☐ 4) All accessory fixtures visible on a building when it is completed shall be shown, (i.e. electrical, gas meters, exposed mechanical equipment, air conditioners, fans, vents, etc.) as well as their method of screening from view.
 - ☐ F. ***Preliminary Floor Plan:***
 - ☐ 1) Indicate proposed use of area, i.e. living room, bedroom, den, garage, office, retail, warehouse, manufacturing, etc.
 - ☐ 2) Label all loading doors, entries, and exits.

SECTION 4: Detailed Landscape & Irrigation Checklist & Guidelines.

The following shall be used to establish FINAL landscape and irrigation plans. Conceptual landscape plan guidelines are found in Section 3-D above.

- ☐ A. ***Landscape Plan:***
 - ☐ 1) Location and names of all existing and proposed trees, shrubs, all areas of ground cover, and lawns are delineated on the plan.
 - ☐ 2) A detailed plant material list shall be part of the planting plans. All plants shall be listed by the correct botanical name. The use of the common name is optional
 - ☐ 3) Three (3) sets of plans (See SECTION 2: Plan Preparation Guidelines).
 - ☐ 4) One tree planted onsite for each 500 square feet of open space. Existing trees on the site to remain may be counted towards this requirement.
 - ☐ 5) One tree for each 4 off-street, uncovered parking spaces planted within the parking lot area(s). This is in addition to the open



space tree requirements.

- ☐ 6) All trees and shrubs drawn to scale reflecting the average range of spread of the mature species.
- ☐ 7) All landscaped areas adjoining parking and drive area(s) bordered by a 6-inch continuous vertical concrete curbing.
- ☐ 8) A minimum inside planter width of five (5) feet is maintained.
- ☐ 9) Disposition of all existing trees shown. Existing trees to be removed so noted. Existing trees to remain shown and a note providing for trimming and deadwood removal shown on plan.
- ☐ 10) 25% of all trees are 15 gal. Or larger.
25% of all shrubs are 5 gal. Or larger.
- ☐ 11) Botanical and common names for all grass species and methods of installation shown (seeding, stolonizing, sodding, etc.) for all lawn areas.
- ☐ 12) Tree planting and staking details shown.
- ☐ 13) No shrubs over 30" high in interior of parking lot or within 15 feet of parking lot entrance where sight distance could be a problem.
- ☐ 14) No trees planted within 5 feet of back of public sidewalk.
- ☐ 15) Grading plans of all planter areas with heights and contours of mounds shown.
- ☐ 16) Spacing of all ground cover shown on plan or planting list.
- ☐ B. ***Irrigation Plan:***
- ☐ 1) Sprinkler spacing does not exceed the manufacturer's recommended spacing, or if no spacing is recommended, spacing does not exceed 70% of the diameter of throw.
- ☐ 2) Locations of all irrigation components, such as sprinkler heads, valves, pipes, backflow prevention devices and water taps, automatic controllers, quick couplers and hose bibs shown. Symbols for each component shown in legend on irrigation sheets. Item descriptions may be placed on the sprinkler legend or in the irrigation specifications.



-
- ☐ 3) Sprinkler Heads: Manufacturer, type, model number and nozzle number or size shown. Proposed radius or diameter of throw at a stated pressure (PSI) for each head indicated. Other pertinent information such as low angle spray, adjustable spray diameter, etc. shown. Details of installation for each type of head shown.
 - ☐ 4) Valves: Manufacturer, type, model number and size shown.
 - ☐ 5) Pipes: Size, type, grade, class or schedule for both mains and laterals shown. Pipe depths in trench indicated.
 - ☐ Main lines shall be a minimum of Class 200 and places at least 12" deep. Lateral lines shall be a minimum of Class 160 and places at least 6" deep.
 - ☐ 6) Backflow Prevention Devices: Manufacturer, type, size, model number and detail of installation shown. Back-flow installations shall be made at all points of service not already controlled. The backflow prevention device shall be a pressure vacuum breaker.
 - ☐ 7) Water Taps: Points of connection to City mains, size of taps and meter size, if applicable, shown.
 - ☐ 8) Automatic Controller: Manufacturer, type, model number, number of stations and electrical connections indicated.
 - ☐ C. **Landscape Guidelines**
Size and Type of Planting:
 - ☐ 1) Plants should be of a type which are proven successful in Lodi's climate and soils.
 - ☐ 2) Ground cover or other surfacing shall be provided in all areas not covered by shrubs at time of planting in order to control dust and erosion. Plant cover shall be installed in all areas so that the ground surface will be completely covered in 5 years.
 - ☐ 3) Plant type should be adaptable to the size and location of the space it is to occupy.
 - ☐ 4) Plant type should be adaptable to the size and location of the space it is to occupy.
 - ☐ 5) Plastic landscape materials shall not be used.



-
- ☐ 6) Wood chips or other materials used as a substitute for ground cover materials shall not be used. These materials may be used in conjunction with ground cover while ground cover is maturing and until it takes over.
 - ☐ 7) Preserve existing healthy trees where in the best interest of the development.
 - ☐ 8) Plant size should be such that the likelihood of survival is high and that the plant will be of reasonable size in a relatively short time (3-5) years.
 - ☐ 9) Trees shall not consist of only one species.
 - ☐ 10) Trees planted under power and telephone lines shall be a species which will not conflict with the overhead lines.
 - ☐ D. ***Location:***
 - ☐ 1) Landscaping shall not be located where it will block visibility and create sight distance problems.
 - ☐ 2) Landscaping should be used to "break up" and soften the appearance of areas of paving, building wall, and fences where possible.
 - ☐ 3) Landscaping should be used as a buffer between land uses where possible.
 - ☐ 4) Landscaping should provide summer shade on walls, windows, roofs, walks, etc., to help reduce temperatures.
 - ☐ 5) "Extra" areas not used for drives and parking or buildings shall be landscaped.
 - ☐ E. ***Maintenance***
 - ☐ 1) Automatic sprinkler systems shall be required unless otherwise specified by SPARC.
 - ☐ 2) Maintenance necessary for various types of plants will be considered in determining the appropriateness of landscaping.
 - ☐ 3) Plants which drop seed pods or fruit should not be located where such droppings would cause maintenance or safety problems.

